ANZ TRANSACTIVE TRADE
PROCESSING TRADE INSTRUMENTS

DOCUMENTARY COLLECTIONS

October 2020

PUBLIC

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USER GUIDE

As an ANZ Transactive Trade* company user, you will have the ability to create, edit and authorise transactions within this online application, based on your user credentials. You may also have the ability to create and maintain reference data; view and download reports; customise company specific reports; and create, view and respond to mail messages.

As a company administrator, authoriser or a user with full access, your user profile will require added security. This will be in the form of a VASCO security token as issued by ANZ, or ANZ Digital Key (ADK) which is an app that you can install on your mobile device.

The following guide will assist you in using the system application to meet your company requirements.

ABOUT THIS GUIDE

* ANZ Transactive Trade refers to ANZ Transactive Trade, ANZ Transactive APEA and ANZ Online.

This document covers the processing of Documentary Collections for ANZ Transactive Trade users.

It is recommended that users read this document in conjunction with the following guides available on the Trade Resource Central page:

- Trade Terms and Conditions
- User Guide
- File Format Guides
- Administrator Guide
- Processing Trade Transactions
    - *Documentary Collections (this document)*
    - Export Letters of Credit
    - Guarantees
    - Import Letters of Credit
    - Payables and Receivables Guide
    - Settlement Instruction Requests
    - Standby Letters of Credit
    - Trade Loans

GETTING STARTED

Trade Instrument Workflow

All ANZ Transactive Trade transactions transition through the following workflow process:

The above steps are described in detail in the following sections.

Trade Instrument Statuses

As a transaction progresses through the workflow shown above, the status changes to reflect its' progress through the workflow.

Status	Description
Started	The transaction has been created, but not verified
Ready to Authorise	The transaction's data has been verified and the transaction is ready for authorisation
Authorised	The transaction has been authorised by all required authoriser(s). It is waiting for ANZ to process the transaction.
Authorised Failed	The Transaction Authorisation failed the required parameters. This could the result of the same user attempting the authorise the transaction more than once, when the signing mandate requires multiple authorisers. **NOTE:** When a user presses the 'Edit Data' button to fix an authorisation problem for the transaction, the status of the transaction returns to 'Started'.
Partially Authorised	Your organisation requires multiple users to authorise each transaction, but not all required users have authorised the transaction yet.
Processed by Bank	ANZ has processed the transaction. The instrument status changes from 'Pending' to 'Active'.
Cancelled by Bank	ANZ has cancelled the transaction either, on behalf of the customer's request; no longer required prior to processing; technical issue, etc.,
Returned by Bank	ANZ has returned the transaction either, on behalf of the customer's request; no longer required prior to processing; requesting further information or documentation; technical issue, etc.,
Deleted	A user in your organisation has deleted the transaction before it was forwarded to ANZ for processing.

Transaction and Action Buttons

Buttons will be presented to the user and will be dependent on the type of transaction and stage of the process flow. Some buttons will be specific to a user's security profile settings.

Buttons	Description
Add More Documents	Add additional documentation
Add More Lines	Add additional lines to a section to include more information
Add Shipment	Add additional details for multiple shipments
Amendment Application	Complete amendment in a .pdf format
Attach Document	Attach supporting documentation
Authorise	Approve the transaction and send to ANZ for processing
Authorise and Delete	Authorise a discrepancy notice and delete the message from the Mail list view
Close	Close out of the transaction
Copy Instrument	Create an instrument by copying from an existing created transaction
Delete	Delete the started transaction
Download Saved Data	Download the transaction in a .csv format
Edit	Transactions in a Ready to Authorise status can be edited, to correct data, add/delete documentation, etc.,
Guarantee Application Form	Transaction can be downloaded in a .pdf format
LC Application Form	Complete transaction in a .pdf format
Print Settlement Instructions Details	Instructions can be downloaded in a .pdf format
Reply to Bank	Respond to the bank with further instructions on how to manage the transaction or attaching supporting documentation
Route Transaction	Route transactions to another user in the organisation or subsidiary company
Save	Periodically save entered data in transactions and reference data fields
Save & Close	Save and close out of the transaction screen
Send for Repair	A user reviewing the transaction before authorising, can send the transaction back to the initiator to correct the data input
Standby Application Form	Transaction can be downloaded in a .pdf format
Verify Data	Verify the data input in the transaction details fields. The system will return any errors or warnings for missing or inconsistent information. For successfully input data, the transaction will progress to the Ready to Authorise stage
View Terms as Entered	View the input data as entered upon creating and authorising the transaction

PROCESSING TRADE INSTRUMENTS

DOCUMENTARY COLLECTIONS

New Collections

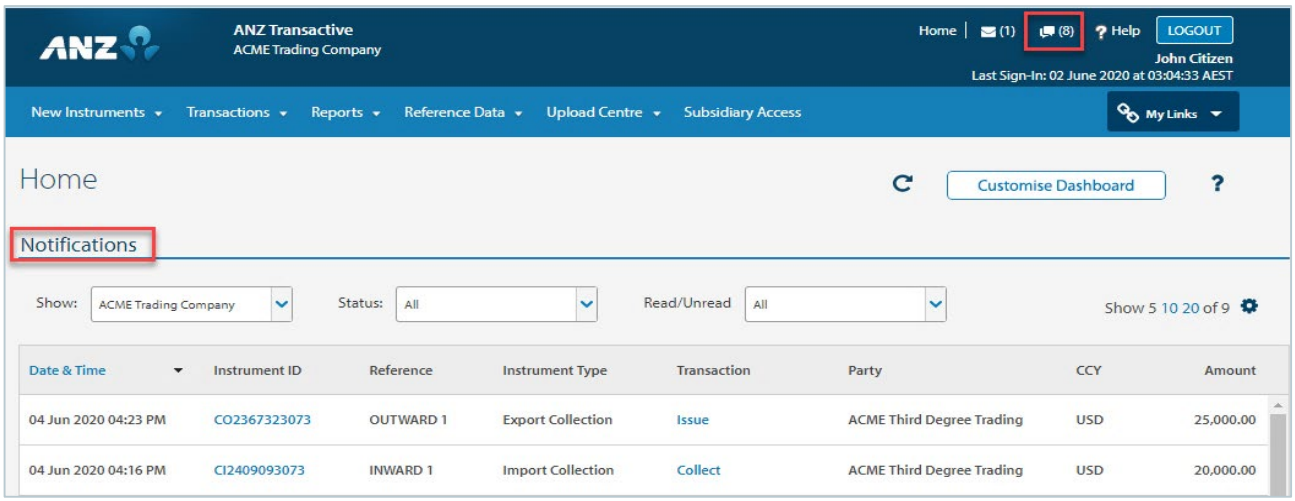
ANZ Transactive Trade can accommodate both Import and Export Documentary Collections. Once a documentary collection has been processed by ANZ, you will receive a notification.

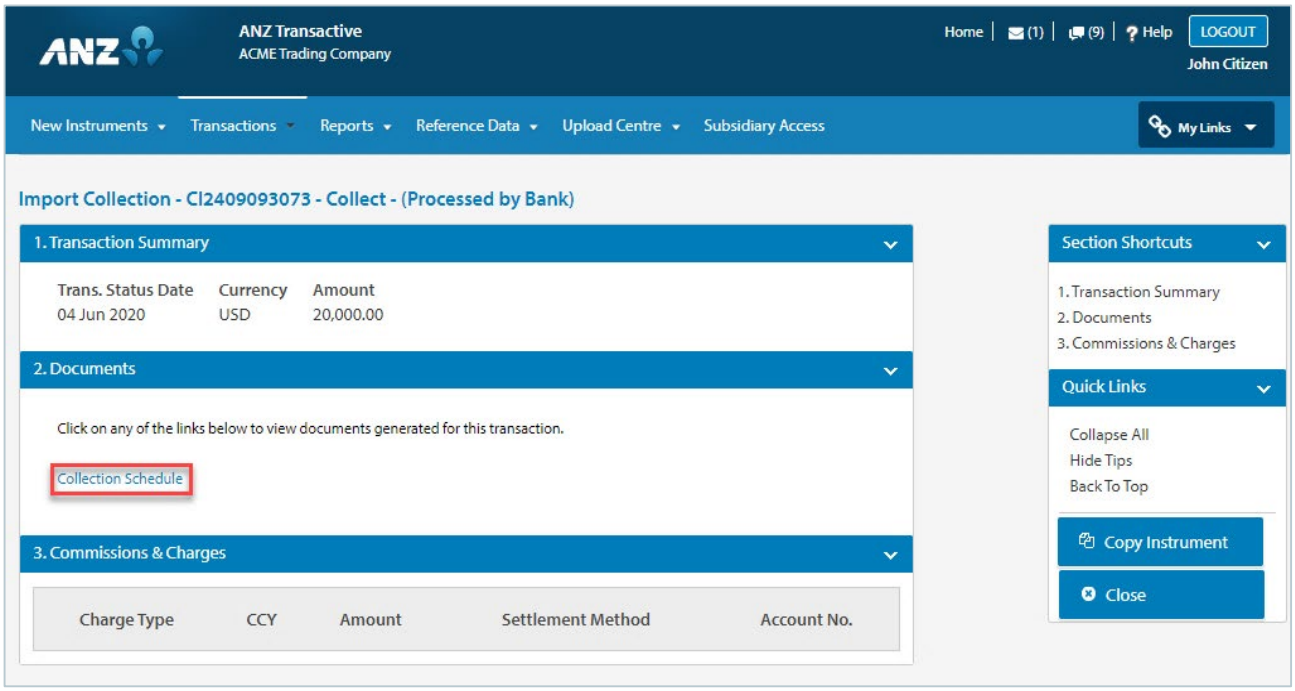
You can view a Documentary Collection activity in one of two ways:

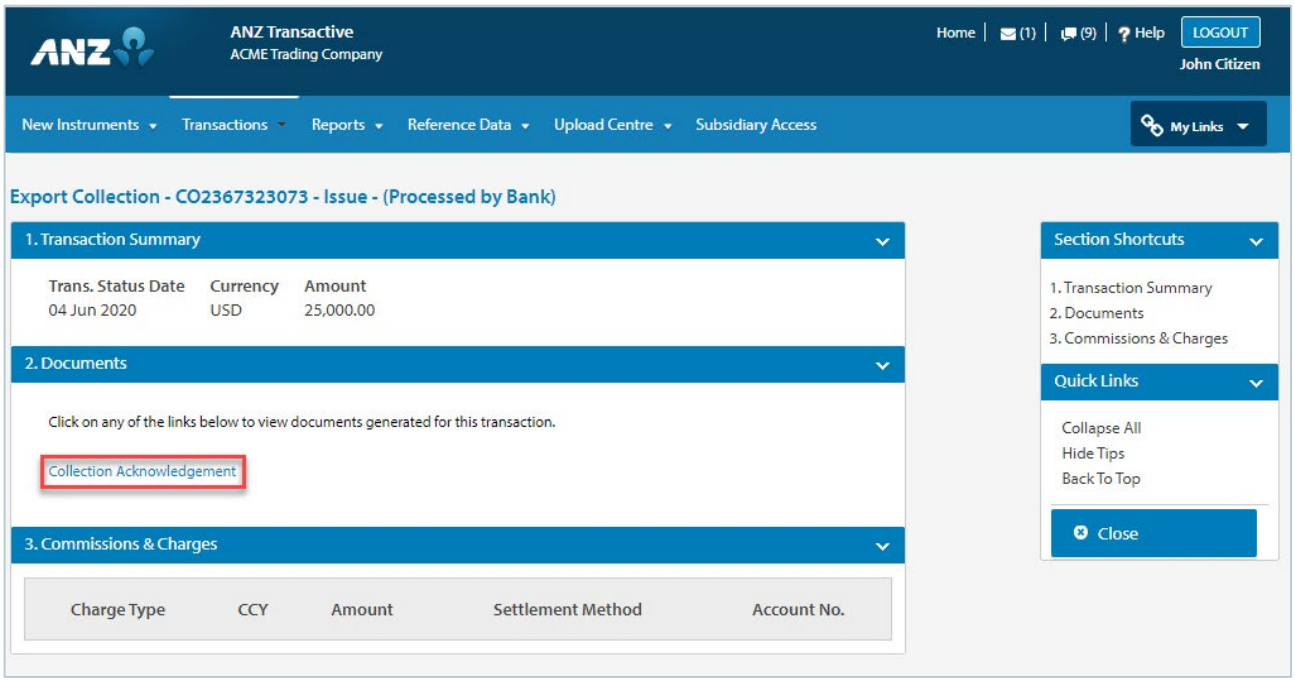
- Notifications, via the Homepage Dashboard or via the Notifications in the banner
- Transaction History

View a Collection activity from the Notifications option

Steps	Action
1.	Select the Notifications (speech bubble) icon from the banner or the scroll to the Notifications options on the Homepage Dashboard
2.	Select the transaction for the collection instrument type
3.	Select the Collection Schedule (Import) or Collection Acknowledgement (Export) from the Documents section to view the details of the Documentary Collection

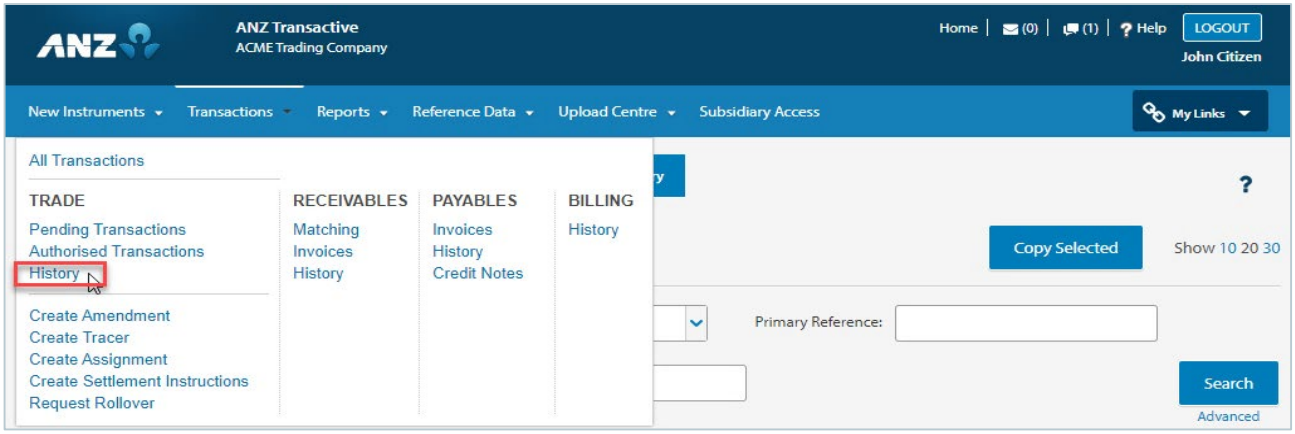



ANZ Transactive
ACME Trading Company
Home | (1) | (9) | Help LOGOUT
John Citizen
New Instruments Transactions Reports Reference Data Upload Centre Subsidiary Access
My Links
Import Collection - CI2409093073 - Collect - (Processed by Bank)
1. Transaction Summary
Trans. Status Date
04 Jun 2020
Currency
USD
Amount
20,000.00
2. Documents
Click on any of the links below to view documents generated for this transaction.
Collection Schedule
3. Commissions & Charges
Charge Type
CCY
Amount
Settlement Method
Account No.
Section Shortcuts
1. Transaction Summary
2. Documents
3. Commissions & Charges
Quick Links
Collapse All
Hide Tips
Back To Top
Copy Instrument
Close


ANZ Transactive
ACME Trading Company
Home | (1) | (9) | Help LOGOUT
John Citizen
New Instruments Transactions Reports Reference Data Upload Centre Subsidiary Access
My Links
Export Collection - CO2367323073 - Issue - (Processed by Bank)
1. Transaction Summary
Trans. Status Date
04 Jun 2020
Currency
USD
Amount
25,000.00
2. Documents
Click on any of the links below to view documents generated for this transaction.
Collection Acknowledgement
3. Commissions & Charges
Charge Type
CCY
Amount
Settlement Method
Account No.
Section Shortcuts
1. Transaction Summary
2. Documents
3. Commissions & Charges
Quick Links
Collapse All
Hide Tips
Back To Top
Close

View a Collections from the Transaction History

Steps	Action
1.	Select Transactions from the main menu option
2.	Select Trade History from the drop-down list
3.	Search and select the instrument number
4.	Select the Instrument ID from the list view
5.	Select the Transaction type
6.	Select the Collection Schedule (Import) or Collection Acknowledgement (Export) from the Documents section to view the details of the Documentary Collection



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